

## Notes from PA Monthly Call March 14, 2007

### **General Comments:**

-Charge Card Administration Coordinator position is still open. Currently only State Employees can apply. Online applications will be accepted until position is filled.

-Training Reminders. All PA trainings must be completed by June 30<sup>th</sup> 2007. Please take training as soon as possible.

-Certification Reminders. The following Certifications are also due by June 30<sup>th</sup> 2007: Supervisor/Reviewer Training, Travel Cardholder Training, and Purchase Cardholder Training.

-Hotel Accommodations Guidance reminder. Once you have notified DOA which account(s) will be used for the new Hotel Accommodations Guidance, the Program Administrator is responsible to contact GE to lift the restriction from the account(s).

-Upcoming Dates

-New Program Administrator Training 3/16/07 at 10am EST

-April SAM Refresher 4/4/07 at 10am EST

### **Open Discussion :**

**Q: TNCC: For the new Hotel Accommodations Guidance, does this apply only to Gold Cards or can the SPCC Card also be used?**

**A:** The Hotel Accommodations Guidance is not limited to the Gold Card Program. DOA needs to receive notification from the Agency which card(s) will be used.